Performing

User Acceptance Testing (UAT)

in CAPPS Financials

Nov. 19, 2020

Goals of User Acceptance Testing

1. Review the **Service Request** (SR) where **User Acceptance Testing** (UAT) is required.

2. Review the *Functional Design Document* (FDD) in SR 20643.

3. Review the *CAPPS FIN Test Plan* Section.

4. Test the **CAPPS FIN Test Plan**.

5. Identify your agency business processes that may be affected by the update and test.

6. Update the SR with your testing documentation and comments.

Review the Service Request

Review **SR 20643** for details:

- Status – Acceptance Testing

- Production Date – 12/10/2020

- Agency Impact – Y

- Description – Short & Long

Project Documentation:

- FDD is attached for additional information

- Comments are listed that also note when UAT ends

Review the Functional Design Document

Functional Overview, Long Description provides the purpose of the FDD.

Detailed Design & Error Handling Section:

- Process Overview – Gives a description of the issue
- Identified Issues – Provides details of how the issue occurs
- Agency Impact – Provides the effect upon the agency due to this issue
- Workaround – Describes another process that the agency utilizes
- Replication Steps – Lists steps to reproduce the issue

Review the CAPPS FIN Test Plan Section

CAPPS FIN Test Plan:

- Provides steps used to verify the issue has been corrected
- Agencies should assign the testing to a user who is familiar with the process
- User should access the UAT1 environment for testing

  https://erphcmuat.cpa.texas.gov/psp/pshcmuat1/?cmd=login&languageCd=ENG&

- Agencies should test each step and capture screen shots being sure to include the entire screen

Test the CAPPS FIN Test Plan

1. Identify some transactions to update the Multi-Purpose codes from the PS_TX_US_ARCH_MAT Record.

2. Verify that only agency specific transactions are available for updating. Other agencies' transactions should not display.

3. Update the Multi-Purpose Codes for a transaction to be duplicates on the HX Recycle Browser page to generate a Save Edit error message (MULTI-PURPOSE-CODE is duplicated. Duplicates are not allowed.). The transaction should not save if the fields are duplicates.

4. Update the Multi-Purpose Code for another transaction where the entries are not duplicates on the HX Recycle Browser page. The Save Edit should not appear allowing the transaction to be saved.

Test the CAPPS FIN Test Plan

Step 1: Query the table or navigate to **HX Recycle Browser** in CAPPS to identify transactions to test.

Step 2: When accessing the transaction online, only your agency should display in the SetID field; if outside agencies display for you, update the SR with this information.

Test the CAPPS FIN Test Plan

Step 3a: Select a transaction with multiple lines in order to edit the **Multi-Purpose Code** and save.

Test the CAPPS FIN Test Plan

Step 3b: When the duplicate **Multi-Purpose Code** is updated and the transaction is saved, the user receives the following error message:

The Multi-Purpose Code is duplicated, and the record will not be saved. Unique values for the Multi-Purpose Code must be entered in order to save the record.

Test the CAPPS FIN Test Plan

Step 4: The transaction can not successfully save if there is a duplicate. The error message continues to display. When the duplicate entry is updated, the transaction is saved.

Identify Your Agency Business Process & Test

Identify if your agency has a business process that is similar to this.

- If you are not sure if a business process exists, be sure to ask just to verify.

- If one is identified, be sure to test that process to validate that it still works as expected.

- If you notice any differences, be sure to capture screen shots and notate it in the SR with comments.

Update the SR

1. Capture screen shots of your testing.
2. Include the entire screen.
3. Add comments indicating the testing results with a **pass** or **fail**.
4. Add screen shots to the SR.
5. Save the SR.

Questions?

Thank You!

CAPPS Production Support

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